



ARLINGTON FINANCE COMMITTEE
MINUTES OF MEETING
LYONS ROOM
7:30 PM 5/8/17

ATTENDEES:

Deyst*	White*	Caccavaro*	Kellar	McKenna*
DeCoursey	Wallach	Harmer	Gibian	
Tosti*	Foskett*	Bayer*	Duvadie	
Russell*	Beck*	Jones*	Deshler*	
Franclemont*	Howard*	Fanning*	Vacant	Diggins*

*Indicates present

MINUTES of 5/3/17 approved as corrected. Unanimous

TRANSFER from Reserve Fund to Treasurer to fund Gilligan's retirement buyout (Ref 1). VOTED \$39,753.67 Unanimous.

FINAL MEETING: End of year transfers & elections. Will be either 6/12 Or 6/14. Must replace Fanning who is stepping down.

END OF YEAR DINNER: Will be either 6/19 or 6/21. Jones to sent out a Doodle signup.

RESERVE FUND Balance: \$1,127,656 - \$39,753.67 = 1,087,902.33.

Peter Howard 5/9/17 Revised 5/10/17

Ref 1 Transfer Request



Office of the Treasurer & Collector of Taxes

To: Arlington Finance Committee

From: Dean Carman, Town Treasurer & Collector of Taxes
Michael Morse, Deputy Town Treasurer & Collector of Taxes

CC: Sandy Pooler, Deputy Town Manager
Caryn Malloy, Director of Human Resources

Date: April 26, 2017

Re: Request for Reserve Fund Transfer

The Town Treasurer's office is requesting a reserve fund transfer of forty thousand dollar (\$40,000), to cover the buyout of unused sick and vacation time for Stephen Gilligan. As shown in the attached schedule, Mr. Gilligan was paid \$39,753.67 in unused sick and vacation time when he retired from the Town of Arlington on March 31, 2017.

Had this retirement occurred in the first half of the year, the Treasurer's office could have taken steps to mitigate this unplanned expenditure. With the cost being incurred so late in the year, and representing approximately 20% of budgeted Q4 expenditures ($\$775,368/4 = \$193,842$), it is simply too large to cover.

Even after giving effect to the reserve fund transfer, the Treasurer's office remains committed to containing costs and returning as much as possible to the general fund at June 30, 2017.

04/21/2017 09:14 |TOWN OF ARLINGTON
croberts |DETAIL CHECK HISTORY

|P 1
|prhisrpt

BY EMPLOYEE NAME
04/01/2017 to 04/21/2017

ORG	OBJ	PROJ	LOC	JOB	CHECK	PAY TYPE	HOURS	AMOUNT	DED TYPE	EMPLOYEE	EMPLOYER	

100303	GILLIGAN, STEPHEN										LOC: T17	ORG: 0113881
CHECK DATE: 04/07/2017												
0113881	5100		T17	1005	001400525	100 REGULA	35.00	2,000.14				
0113882	5209		T17	1005	001400525	799 AUTO A	0.00	64.39				
CHECK 04/07/2017 TOTALS: NET:							35.00	2,064.53		0.00	0.00	
CHECK DATE: 04/14/2017												
0113881	5100		T17	1005	001401752	793 VACATI	336.00	19,201.36				
CHECK 04/14/2017 TOTALS: NET:							336.00	19,201.36		0.00	0.00	
CHECK DATE: 04/21/2017												
0113881	5100		T17	1005	001402187	791 SICK B	0.00	18,487.78				
CHECK 04/21/2017 TOTALS: NET:							0.00	18,487.78		0.00	0.00	
EMPLOYEE 100303 TOTALS: NET:							371.00	39,753.67		0.00	0.00	

GRAND TOTALS:							371.00	39,753.67		0.00	0.00	

** END OF REPORT - Generated by Claire Roberts **

No Longevity. He left on hire date - no prorated days